



DEPARTMENT OF PUBLIC WORKS

# CITY OF NEW ORLEANS

LATOYA CANTRELL  
MAYOR

JOSH HARTLEY  
DIRECTOR

**TO:** Taxi Holder

**RE:** 2022 Renewals of Taxicab Certificates of Public Necessity and Convenience

**DATE:** December 6, 2021

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## **Please Read this Notice Carefully – The Renewal Process Has Changed**

Due to COVID-19 protocols, the Ground Transportation Bureau (GTB) has revised the renewal process for all Certificates of Public Necessity and Convenience (CPNC). The public is not allowed to enter GTB offices. Walk-up or drive-thru applications for renewals are *not* being accepted. **Renewals must be submitted online via email at [gtb@nola.gov](mailto:gtb@nola.gov).** Detailed instructions follow below.

**To avoid late fees, renewals must be submitted by January 31, 2022. Be advised that renewals submitted in February 2022 will incur an additional \$75.00 delinquency fee. Renewal applications submitted in March 2022 will incur an additional \$150.00. CPNC applications submitted After April 1, 2022 will be scheduled a revocation hearing. Instructions for renewing. If assistance is needed, you may contact the GTB at (504) 658-7170 or via email at [gtb@nola.gov](mailto:gtb@nola.gov). The application and a list of required documents are available at <https://nola.gov/ground-transportation-bureau/>.**

### **Requirements for renewing via email:**

- You may email all required documents to [gtb@nola.gov](mailto:gtb@nola.gov). Include the name of the CPNC holder and CPNC number (s) in the subject line.
- All required documents and attachments must be submitted for processing. This includes any documents that must be notarized.
  - Completed/notarized renewal applications.
  - Valid Louisiana ID for all officers of the company.
  - Valid 2022 Orleans Parish Occupational license.
  - Current vehicle registration.
  - Current required automotive insurance.
  - Current company line letter.
- Applications cannot be processed without all required documents.
- All documents should be scanned and submitted in .PDF format with the application.
- After all documents are submitted, application fees may be paid via Onestopapp at <https://onestopapp.nola.gov>.

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**Fees:**

Fees may be paid online via the Onestopapp at <https://onestopapp.nola.gov> or mailed to the GTB office at 1300 Perdido Street, Suite 6W03, New Orleans, LA 70112. Please include the vehicle CPNC number on the check or money order. Be advised that mailed payments may delay processing. **Cash is not accepted.**

- A CPNC holder must pay all parking/camera tickets prior to renewal. To check online, go to <https://www.dspayments.com/neworleans> and search the license plate number.
- CPNC holders will need to pay the \$50.00 inspection fee for 2022 as well as any associated past due inspection or late fees at the time of renewal. These fees are in addition to the \$150.00 CPNC renewal fee.
- If a vehicle fails inspection, a \$50.00 charge for the follow up inspection will be added.

**Revocation Hearing:**

Any CPNC applicant that does not complete the renewal process by **April 1, 2022** will be scheduled for a revocation hearing pursuant to CCNO 162-186(a). If an associated vehicle(s) has not been in service for a period of 36 months, the CPNC is also subject to revocation pursuant to CCNO 162-186(c).

**Older Model Vehicles:**

An additional form is required to complete the CPNC renewal for any 2012 or older model year vehicle. All nine-year-old or older taxicabs must submit a 9<sup>th</sup> Model Year Inspection Form (<http://www.nola.gov/Ground-Transportation-Bureau/Documents/GTB-9th-Year-Inspection-Form-2021>). The inspection and form must be completed and signed by an ASE Certified Technician (engine and transmission certifications).

Cordially,

*GTB Management*

